

Civil Air Patrol

New Member Guide



This document will guide the new member to Civil Air Patrol through the initial steps of membership in order to achieve the basic qualifications necessary to participate in Civil Air Patrol activities.

Application Process

Attend three meetings – we recommend that you attend three Squadron meetings to get a better understanding of what CAP is about before you make a decision to apply for membership.

Application, fingerprint card and fees - On your third meeting you will receive a membership application, fingerprint card and fees information. There are two separate yearly fees – the National Headquarters fee and the local Squadron fee. The membership application should be typed and not printed. You may also download a “fill-in and print” **membership application** in Microsoft Word format from this link:
http://level2.cap.gov/documents/u_090403102628.dot

Level 1

While your application and fingerprints are being process you should begin the Level 1 process. This is the basics of Civil Air Patrol required knowledge.

Here is the web link for the **Level 1 steps** -
<http://level2.cap.gov/index.cfm?nodeID=6564>

Step “a” does not require that you have a membership ID number. Steps “b and c” require a CAP ID and login.

After you complete the three main steps(a, b, c) in Level 1, take all your printouts to the squadron commander and he/she will go over it and send a FORM 11 to Headquarters to properly register your completion.

FORM 11 link:

http://level2.cap.gov/documents/u_090403102555.dot

201 File – at this time you should create your 201 file. This is a folder that remains in the squadron files with all your accomplishments. You keep the originals in a file at home and copies are filed with the squadron. Basically, any paperwork with your name on it should be in your 201 file.

GES - After Level 1 you will need to take your **General Emergency Services**(GES) test 116. The following links will help you in your studying for this test:
http://www.cawg.cap.gov/html/operations/other/ES_1.pdf
https://tests.cap.af.mil/ops/tests/GENES2004_files/frame.htm
- slides html
<https://tests.cap.af.mil/ops/tests/genes2004.ppt> - Powerpoint slides

GES 116 online tests:

<https://tests.cap.af.mil/ops/tests/default.cfm?grp=dos>

Make sure to print your certificates for your 201 file.

OES 2000 - Also make sure to sign, copy and file the **OES 2000 Insurance Form**. This form is available in printed form from the squadron.

101 Card – this is your proof of qualifications in the Civil Air Patrol. You can print this card from eServices:

<https://www.capnhq.gov>

Use your CAP ID to create a login account and once you are logged in click on “My Operations Qualifications/National Reports” on the left hand column. On the next page click on “Emergency Services” at the top of the page. You can then view your 101Card and qualifications. Select “Click here to obtain your 101 Card” and print a copy for your wallet.

The steps above are the basic requirements to be allowed to participate in squadron activities and to fly along in the airplane as a CAP member.

Mission Scanner

Once you have established yourself as an active CAP member by following all the steps above, your first duty as an aircrew member will be Mission Scanner.

A flight crew normally consists of 3 members:

The Pilot – whose duty is to fly the airplane

The Observer – whose duty is to assist with navigation, electronic searching, Air-to-Ground communications and assist with visual searching of the target

The Scanner – whose primary duty is to visually search for the target

Scanner Training Course part 1

<http://www.cawg.cap.gov/html/operations/other/CAWGScannerCrsver2,1Oct2002,Part1.pdf>

Scanner Training Course part 2

<http://www.cawg.cap.gov/html/operations/other/CAWGScannerCrsver2,1Oct2002,Part2.pdf>

Scanner Slides (Powerpoint)

https://ntc.cap.af.mil/es/training/mission_scanner.ppt

Aircrew & Flightline Personnel Task Guides and SQTRs

<https://ntc.cap.af.mil/ops/es/TrainingMaterials/ACFLTG-11Apr05.pdf>

Use the Mission Scanner SQTR at the back of this manual to keep track of and get signed off on your required training. Your completed training tasks should also be entered on your SQTR worksheet in eServices.

Scanner Online Test -

<https://tests.cap.af.mil/ops/tests/default.cfm?grp=pcr>

GES 117 Online Tests -

<https://tests.cap.af.mil/ops/tests/default.cfm?grp=dos>

REDCAP Mission Alerts

You can receive alerts on your cell phone or pager as a text message to be made aware when crewmembers are needed for a search mission. Goto:

<http://www.cawg.cap.gov/html/Mbr/IS/E-Mail.htm>

and follow the instructions to sign up for REDCAP alerts and the general “ALL” email list for the California Wing.

Links:

CAP National website – <http://cap.gov>

CAP Pacific Region website – <http://www.pcr.cap.gov>

CAP California Wing website – <http://www.cawg.cap.gov>

CAP Fullerton Squadron 40 website -
<http://www.capfullerton.com>

CAP Knowledgebase - http://capnhq.custhelp.com/cgi-bin/capnhq.cfg/php/enduser/std_alp.php

Use this link to find many answered questions about membership in the Civil Air Patrol

CAP Store - <http://www.civilairpatrolstore.com/store/link1.php>
Buy your uniform items here.